

805A-36B-2027
Confirm Commercial Vendor Pay Transaction
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Finance and Comptroller School, Fort Jackson, SC 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as a Financial Manager in the Finance Support Center (FISC) in support of Large Scale Combat Operations (LSCO) and you are tasked to manage automated Commercial Vendor Pay (CVP) operations for your area of responsibility. You have access to the Financial Management Tactical Platform (FMTP), DoD Financial Management Regulation 7000.14-R, Volume 10 (Contract Payment Policy), DFAS-IN Manual 37-100-FY (The Army Management Structure), Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFAR) and Code of Federal Regulation (CFR) Title 5: Part, 1315. This task should not be trained in MOPP 4.

Standards: Without errors Confirm Commercial Vendor Pay Transactions, Collect Payment Packet, Confirm Order of Payment, Confirm Packet Completion, Confirm Validity of the Purchase Agreement, Confirm Validity of the Goods Receipt, Confirm the Invoice, Confirm Correctness of the Payment Voucher, Confirm NULO, Review Payment Vouchers, Confirm Voucher Certification for Payment, Report Certifying Payment to Disbursing Office (IAW) DoD Financial Management Regulation 7000.14-R, Volume 10, DFAS-IN Manual 37-100, Federal Acquisition Regulation (FAR), and local SOP using a GO / NO GO Criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned to a CVP office and tasked to Confirm Commercial Vendor Pay Transaction

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and forms will be provided by the local unit.

Performance Steps

1. Collect a payment packet from a voucher examiner.
2. Confirm which payments must be made first.
Note: Prioritize the payments by payment due date (PDD) or per unit standard operating procedure (SOP) and certify those payments first.
 - a. Make all payments that are late and requiring interest first.
 - b. Pay the vendors that offer discounts the government is able to take.
 - c. Pay the net 30 payments by due date to avoid paying interest charges.
3. Confirm the payment packet is complete.
 - a. Ensure the purchase agreement is included.
 - (1) Solicitation, Offer and Award, SF 33 or Solicitation/Contract/Order for Commercial Items SF 1449.
 - (2) Order for Supplies or Services, DD Form 1155.
 - (3) Purchase Order-Invoice-Voucher, SF 44.
 - b. Ensure the goods receipt is included.
 - (1) DD 1155.
 - (2) Material Inspection and Receiving Report, DD Form 250.
 - (3) SF 44.
 - c. Ensure the invoice is included.
 - (1) Invoice from a vendor.
 - (2) SF 44.
 - d. Ensure the payment voucher is included.
 - (1) DD Form 1155.
 - (2) SF 1034
 - (3) SF 44.
 - e. Ensure the contract has been prevalidated.
4. Confirm the purchase agreement is valid.
 - a. Ensure the contracting officer is appointed on orders.
 - b. Ensure the ordering officer is appointed on orders.
 - c. Ensure the articles or services purchased or to be purchased is legal based upon the type or purchase agreement.
 - d. Ensure the amount of the articles or services purchased or to be purchased is legal based upon the type or purchase agreement.
5. Confirm the goods receipt is valid.
 - a. Ensure the goods receipt is date stamped indicating it was received in the CVP section.

- b. Ensure the purchase agreement number is correct as per the purchase agreement.
- c. Ensure the vendor's name and address is correct as per the purchase agreement.
- d. Ensure the description of the article or service provided is correct as per the purchase agreement.
- e. Ensure the unit price of the articles provided does not exceed the agreed upon amount per the purchase agreement.
- f. Ensure the quantity of the articles provided does not exceed what was agreed to on the purchase agreement.
- g. Ensure the total amount charged for each article received is computed correctly.
- h. Ensure the person who received the articles or service signed and dated the goods receipt.

6. Confirm the invoice is valid.

- a. Ensure the invoice is date stamped indicating it was received in the CVP section.
- b. Ensure the invoice is requesting the same billing that was received per the goods receipt.
- c. Ensure the vendor's name and address was correct as per the goods receipt and purchase agreement.
- d. Ensure the invoice has an invoice date on it.
- e. Ensure the purchase agreement number on the invoice is correct.
- f. Ensure the description of the article or service provided was correct per the goods receipt and purchase agreement.
- g. Ensure the unit price of the articles provided did not exceed the agreed upon amount on the purchase agreement.
- h. Ensure the quantity of the articles provided matches what was received per the goods receipt.
- i. Ensure the total amount charged for each article received is computed correctly.
- j. Ensure the total amount billed on the invoice is computed correctly.

7. Confirm the payment voucher is prepared correctly.

- a. Confirm a DD Form 1155, if applicable, was prepared correctly for payment.
 - (1) Ensure the payment due date (PDD) in block 19 is computed correctly.
 - (2) Ensure the amounts in block 23 are computed correctly.
 - (3) Ensure the total in block 25 is computed correctly.
 - (4) Ensure any discount taken or interest charged annotated in block 29 is computed correctly.
 - (5) Ensure the voucher examiner initialed in block 30.
 - (6) Ensure the correct type of payment is annotated in block 31. For partial payments, ensure the payment number is annotated.
 - (7) Ensure the amount verified correct for in block 33 is computed correctly.
 - (8) Ensure the accounting classifications and the corresponding amounts in block 17 are correct.
 - (9) Ensure the signature block for the certifying officer in block 36 is correct.

b. Confirm a SF 1034, if applicable, was prepared correctly for payment.

- (1) Ensure the current date is in the "Date Voucher Prepared" block.
- (2) Ensure the "Contract Number and Date" block is correct. Verify against the purchase agreement.
- (3) Ensure the "Requisition Number and Date" block is correct. Verify against the purchase agreement.
- (4) Ensure the "Payee's Name and Address" block is correct. Verify against the purchase agreement.
- (5) Ensure the "Date Invoice Received" block is stamped by the billing office.
- (6) Ensure the "Discount Terms" block indicates the correct terms offered. Verify against the purchase agreement and invoice.
- (7) Ensure the "Number and Date of Order" block has the correct invoice number and date.
- (8) Ensure the "Date of Delivery or Service" has the correct goods receipt number and date from the BRC or earlier of the CAD or AOG.
- (9) Ensure the "Articles or Services," "Quantity," and "Unit Price" blocks list all the articles or services billed and their respective quantity and price.
- (10) Confirm against the purchase agreement, goods receipt, or invoice.
- (11) Ensure the standard statement "per detailed bill herewith attached dated DDMMYY" (where DD is the invoice day, MM is the invoice numeric month, and YY is the last two digits of the invoice year) is annotated in the "Articles or Services" block.
- (12) Ensure the PDD in the "Articles or Services" block is computed correctly.
- (13) Ensure the "Amount" block is computed correctly.
- (14) Ensure the amount in the "Total" block is computed correctly.
- (15) Ensure any discount taken or interest charged annotated in the "Differences" block is computed correctly.
- (16) Ensure the amount in the "Amount Verified Correct For" block is computed correctly.
- (17) Ensure the correct type of payment is annotated in the "Payment" block. For partial payments, ensure the payment number is annotated.
- (18) Ensure the voucher examiner initialed in the "Signature or Initials" block.
- (19) Ensure the signature block for the certifying officer in the certifying officer block is correct.
- (20) Ensure the accounting classifications and the corresponding amounts in the "Accounting Classification" block are correct. Verify the accounting classifications against the purchase agreement.

c. Confirm a SF 44, if applicable, was prepared correctly for payment.

- (1) Ensure the correct payment due date if meat or agricultural commodities.
- (2) Ensure the correct amount is annotated in the certification block.
- (3) Ensure any discount taken or interest charged is annotated in the "Differences" block is computed correctly.
- (4) Ensure the amount "Amount Verified Correct For" block is computed correctly along with the voucher examiner initials.
- (5) Ensure the accounting classification and the corresponding amounts in the "Accounting Classification" block are correct.

8. Confirm prevalidation is completed to avoid a duplicate payment and/or a Negative Un-liquidated Obligation (NULO).

9. Review any discrepancies on the payment voucher, as needed.

- a. Make pen and ink changes to the original voucher.
 - b. Return the payment packet to the voucher examiner for resolution.
10. Confirm the voucher certifying it for payment.
- a. Sign block 36 of the DD Form 1155, if applicable.
 - b. Sign on the "Authorized Certifying Officer" line of the SF 1034, if applicable.
 - c. Sign on the "Authorized Certifying Officer" line of the SF 44, if applicable.
11. Report the certified payment voucher to disbursing.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Confirm CVP Transactions without error in accordance with (IAW) local SOP using a GO / NO GO criteria.

Evaluation Preparation: You are in a Finance Unit, and you are tasked to Confirm the Commercial Vendor Pay (CVP) Transactions. You have all the necessary systems, access to finance and comptroller regulations, Standard Operating Procedures, and the Commander's directions Confirm the Commercial Vendor Pay Transactions.

To successfully complete this task and receive a GO, follow these steps:

1. Collect Payment Packet: Ensure to record all received packets. Reject any missing signatures, documents, initials, or amounts.
2. Confirm Order of Payment: Prioritize payments by due date (PDD). List all upcoming payments with amounts and due dates. Organize by earliest to latest due dates. Check contract terms for grace periods. Aim to complete payments a few days early. Adjust as necessary for limited funds. Use calendars to track payment dates.
3. Confirm Packet Completion: Ensure all components are included: purchase agreement, goods receipt, invoice, and payment voucher. Confirm alignment and amounts. Confirm pre-validation by the contracting office. Conduct a final review for organization.
4. Confirm Validity of the Purchase Agreement: Include orders from contracting and ordering officers. Ensure all purchased articles or services comply with legal requirements and are within the agreed amounts.
5. Confirm Validity of the Goods Receipt: Check the goods receipt for a date stamp. Ensure it matches the purchase agreement number, vendor details, and description of goods/services. Confirm unit pricing and total calculations. Ensure the receipt is signed and dated.
6. Confirm the Invoice: Ensure the invoice is date-stamped. Confirm billing details match the goods receipt. Confirm vendor information, invoice date, purchase agreement number, and descriptions align. Confirm quantities and total charges are accurate.
7. Confirm Correctness of the Payment Voucher: Confirm the payment due date and all amounts on DD Form 1155. Confirm examiner initials in block 30 and payment type in block 31. Ensure SF 1034 is accurate and matches the purchase agreement. Check all payment forms for correctness, including accounting classifications.
8. Confirm NULO: Check for duplicate payments.
9. Review Payment Vouchers: Review the packet for discrepancies. Correct any found errors with pen and initial changes. Return to examiner for action.
10. Confirm Voucher Certification for Payment: Sign as the Authorized Certifying Officer when the packet is complete and ready for payment.
11. Report Certifying Payment to Disbursing Office: Inform the disbursing office that the packet is ready for payment.

Completing all these steps is essential to receive a GO for this task. If you miss any step, it will result in a NO GO.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Collected a payment packet from a voucher examiner.			
2. Confirmed which payments must be made first.			
a. Made all payments that are late and requiring interest first			
b. Paid the vendors that offer discounts the government is able to take.			
c. Paid the net 30 payments by due date to avoid paying interest charges.			
3. Confirmed the payment packet was complete.			
a. Ensured the purchase agreement was included.			
b. Ensured the goods receipt was included.			
c. Ensured the invoice was included.			
d. Ensured the payment voucher was included.			
e. Ensured the contract was prevalidated.			
4. Confirmed the purchase agreement was valid.			
a. Ensured the contracting officer was appointed on orders.			
b. Ensured the ordering officer was appointed on orders.			
c. Ensured the articles or services purchased or to be purchased was legal based upon the type or purchase agreement.			
d. Ensured the amount of the articles or services purchased or to be purchased was legal based upon the type or purchase agreement.			
5. Confirmed the goods receipt was valid.			
a. Ensured the goods receipt was date stamped indicating it was received in the CVP section.			
b. Ensured the purchase agreement number was correct as per the purchase agreement.			
c. Ensured the vendor's name and address was correct as per the purchase agreement.			
d. Ensured the description of the article or service provided was correct as per the purchase agreement.			
e. Ensured the unit price of the articles provided did not exceed the agreed upon amount per the purchase agreement.			
f. Ensured the quantity of the articles provided does not exceed what was agreed to on the purchase agreement.			
g. Ensured the total amount charged for each article received was computed correctly.			
h. Ensured the person who received the articles or service signed and dated the goods receipt.			
6. Confirmed the invoice was valid.			
a. Ensured the invoice was date stamped indicating it was received in the CVP section.			
b. Ensured the invoice requested the same billing that was received per the goods receipt.			
c. Ensured the vendor's name and address was correct as per the purchase agreement and goods receipt.			
d. Ensured the invoice had a date on it.			
e. Ensured the purchase agreement number on the invoice was correct.			
f. Ensured the description of the article or service provided was correct per the purchase agreement and goods receipt.			
g. Ensured the unit price of the articles provided did not exceed the agreed upon amount on the purchase agreement.			
h. Ensured the quantity of the articles provided matches what was received per the goods receipt.			
i. Ensured the total amount charged for each article received was computed correctly.			
j. Ensured the total amount billed on the invoice was computed correctly.			
7. Confirmed the payment voucher was prepared correctly.			
a. Verified a DD Form 1155, if applicable, was prepared correctly for payment.			
b. Verified a SF 1034, if applicable, was prepared correctly for payment.			
c. Verified a SF 44, if applicable, was prepared correctly for payment.			
8. Confirmed pre-validation was completed to avoid a duplicate payment and/or a NULO.			
9. Reviewed any discrepancies on the payment voucher.			
a. Made pen and ink changes to the original voucher.			
b. Returned the payment packet to the voucher examiner for resolution.			
10. Confirmed the voucher certifying it for payment.			
a. Signed block 36 of the DD Form 1155, if applicable.			
b. Signed on the "Authorized Certifying Officer" line of the SF 1034, if applicable.			
c. Signed on the "Authorized Certifying Officer" line of the SF 44, if applicable.			
11. Reported the certified payment voucher to disbursing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DFAR	Defense Federal Acquisition Regulation	Yes	No	
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	No	
	DOD 7000.14-R VOL 10	Department of Defense Financial Management Regulation Volume 10: Contract Payment Policy	Yes	No	
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	Yes	
	FAR	Federal Acquisition Regulation	Yes	No	
	LOCAL SOP	LOCAL SOP	Yes	No	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
5.	7020-01-182-8535		Calculator, Electronic	1
6.	7020-01-182-8535		Calculator, Electronic	1
7.	7020-01-182-8535		Calculator, Electronic	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to ATP 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
805A-K-0538	Query Standard Finance System (STANFINS)
805A-K-0005	Identify a DD Form 250
805A-K-0095	Define a Contract
805A-K-0023	Identify an Element of Resource (EOR)
805A-K-0087	Define an Obligation
805A-K-0091	Define Commitment
805A-K-0092	Define an Anti-Deficiency Violation
805A-K-0150	Define a Receiving/Acceptance Report

805A-K-0561	Identify A Funds Increase Memorandum
805A-K-0151	Define a Purchase Order
805A-K-0562	Identify An Amendment of Solicitation/(MOD) Modification of Contract (SF 30)
805A-K-0152	Define a Delivery Order
805A-K-0563	Identify a Line of Accounting (LOA)
805A-K-0153	Identify a SF 33
805A-K-0154	Identify a SF 1034
805A-K-0155	Identify a SF 44
805A-K-0156	Identify a DD Form 1155
805A-K-0157	Define constructive acceptance
805A-K-0484	Identify An Illegal, Incorrect, or Improper Payment
805A-K-0158	Define simple interest
805A-K-0159	Define compound interest
805A-K-0162	Define Title 31 USC 1517
805A-K-0198	Identify a Purchase Order
805A-K-0340	Define fiscal year
805A-K-0261	Describe the Accounts Payable Process
805A-K-0146	Define stoppage
805A-K-0147	Define offset
805A-K-0510	Identify MIPR (DD Form 448)
805A-K-0511	Identify Acceptance of MIPR (DD Form 448-2)
805A-K-0419	Identify an Accounting Classification
805A-K-0367	Identify a Fraudulent, Forged, or Altered Document
805A-K-0513	Identify Solicitation/Contract/Order for Commercial Items (SF 1449)
805A-K-0180	Identify a DA Form 3953
805A-K-0514	Identify Interservice Support Agreement (ISSA) (DD Form 1144)
805A-K-0425	Identify the Commercial Accounts Payable System for Windows (CAPS-W)
805A-K-0426	Identify a DOV Number
805A-K-0517	Identify SF 1449 (Solicitation/Contract/Order for Commercial Items)
805A-K-0428	Define an Invoice
805A-K-0429	Define a Discount
805A-K-0520	Identify A Bills Register Card (BRC) (DA Form 3900)
805A-K-0430	Identify a Discount

Skills :

Skill ID	Skill Name
805A-S-0198	Identify An Illegal, Incorrect, or Improper Payment
805A-S-0202	Utilize Finance Logistics (FINLOG) Online
805A-S-0203	Utilize Logistics Information Warehouse (LIW)
805A-S-0145	Ability to Read, Interpret, and Apply Appropriate Regulation(s)
805A-S-0002	Operate a Calculator
805A-S-0020	Compute a Payment Due Date
805A-S-0042	Complete Forms
805A-S-0152	Certify Form(s)
805A-S-0048	Interpret Source Documents
805A-S-0153	Process Form(s)
805A-S-0154	Verify Form(s)
805A-S-0052	Interpret a Calendar
805A-S-0155	Input Accounting Data To Applicable System
805A-S-0054	Identify a Contract
805A-S-0156	Apply Interest Rates
805A-S-0055	Identify an Invoice
805A-S-0157	Compute Acceptance of Goods Date (AOG)
805A-S-0056	Identify a Receiving Report
805A-S-0158	Compute Receipt of Goods Date (ROG)
805A-S-0057	Identify a Voucher
805A-S-0159	Apply Discounts Terms
805A-S-0160	Identify A Negative Un-liquidated Obligation (NULO)
805A-S-0161	Identify A Un-liquidated Obligation (ULO)
805A-S-0067	Interpret Discount Rules

805A-S-0058	File Documents
805A-S-0114	Locate Regulations
805A-S-0129	Utilize the Commercial Accounts Payable System for Windows (CAPS-W)
805A-S-0117	Interpret Forms
805A-S-0190	Verify Amount
805A-S-0059	Calculate Figures
805A-S-0191	Apply Internal Controls

ICTL Data : None